

Montana eMarketCenter



What is the Montana eMarketCenter?



eMarketCenter is your web based purchasing system!

- Available to all state employees and local procurement units at **NO COST**
- Uses a shared application to shop, buy and view contract documents
- Purchases are made using the agency's procurement card



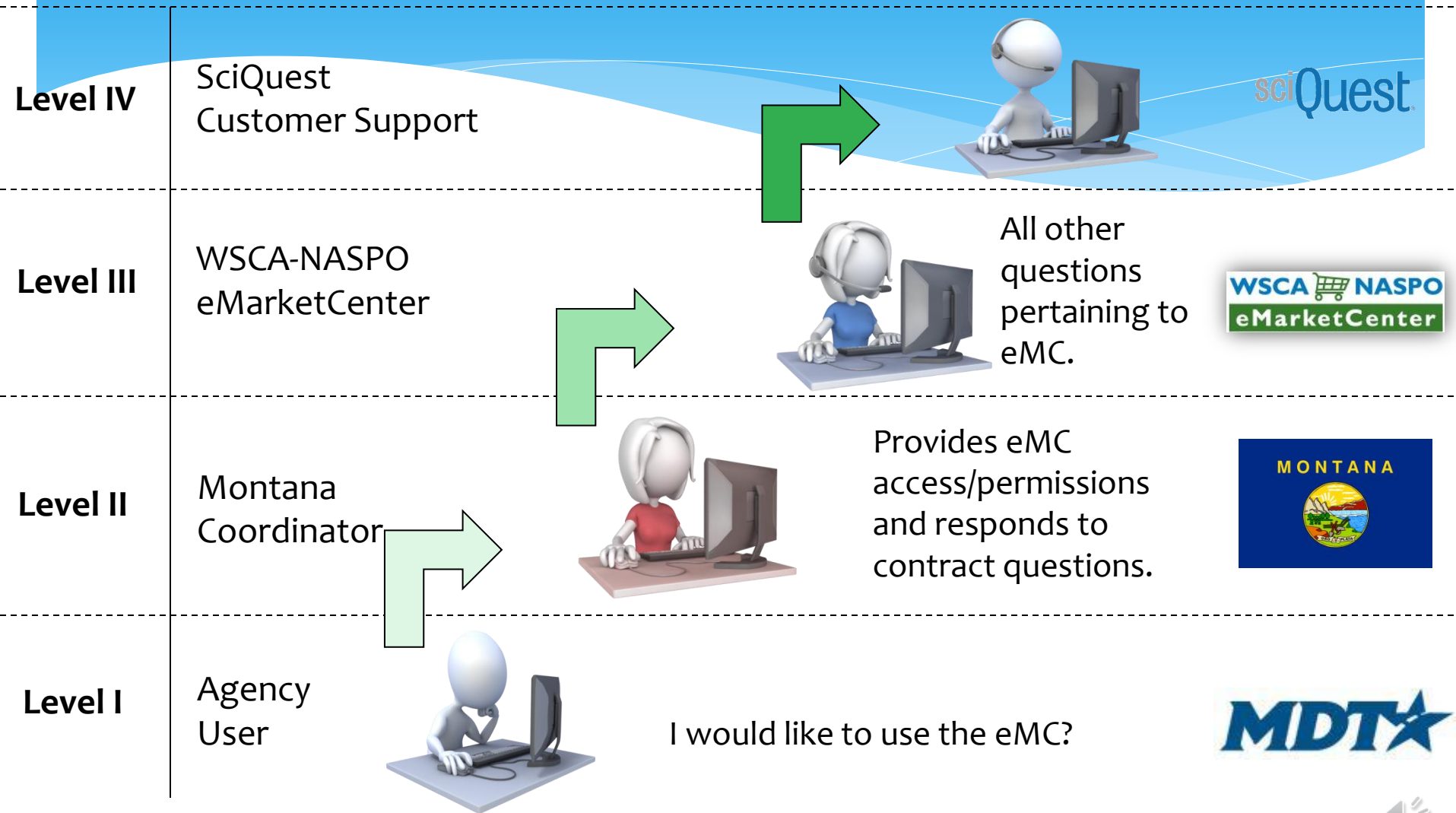
WSCA-NASPO eMarketCenter Overview

Contractors

Users



Issue Resolution Process - Illustration

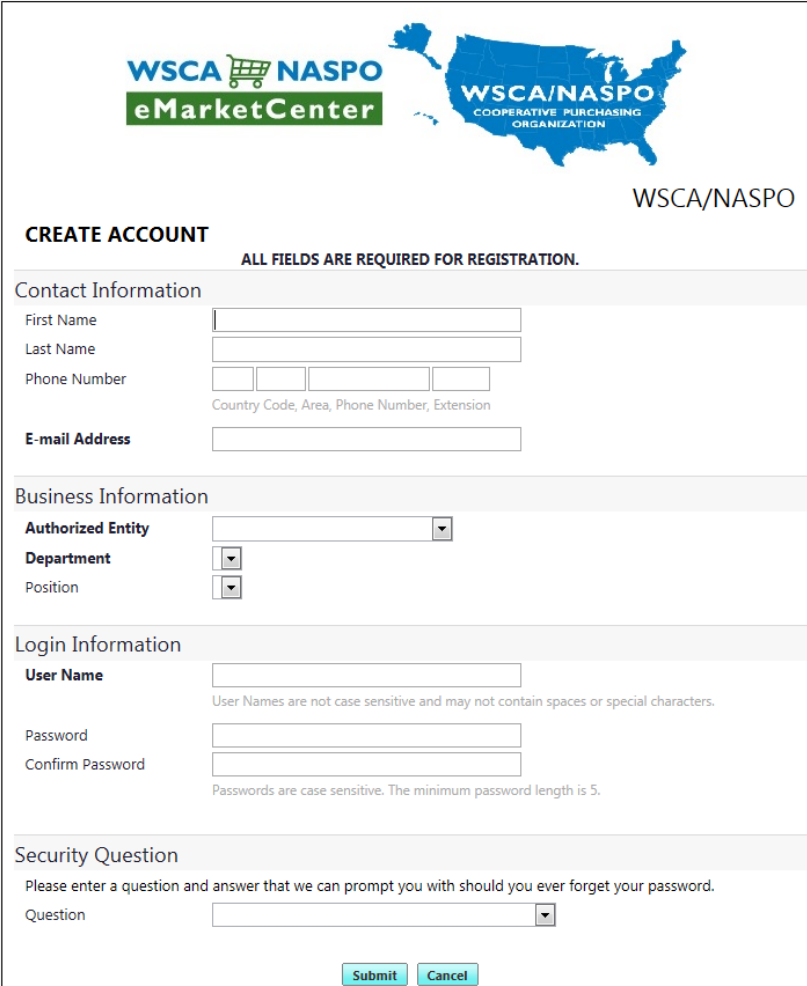


Shopping and Buying Experience



Registering to use the eMarketCenter

- Each user will have their own user name and password – both are case sensitive
- Users are assigned specific roles to control permissions and visibility:
 - **Shopper** – Can shop for items, but cannot submit a cart (complete the order.)
 - **Buyer** – Can shop for items AND submit carts that they created or were assigned from a shopper. (These are typically pCard holders within an organization)



The image shows a screenshot of the WSCA/NASPO eMarketCenter registration form. At the top, there is a logo for WSCA/NASPO eMarketCenter and a map of the United States with the text 'WSCA/NASPO COOPERATIVE PURCHASING ORGANIZATION'. Below the logo, the text 'WSCA/NASPO' is displayed. The form is titled 'CREATE ACCOUNT' and includes a note: 'ALL FIELDS ARE REQUIRED FOR REGISTRATION.' The form is divided into several sections: 'Contact Information' with fields for First Name, Last Name, Phone Number (with Country Code, Area, Phone Number, and Extension), and E-mail Address; 'Business Information' with dropdown menus for Authorized Entity, Department, and Position; 'Login Information' with fields for User Name, Password, and Confirm Password, and a note that User Names are not case sensitive and may not contain spaces or special characters, and Passwords are case sensitive with a minimum length of 5; and 'Security Question' with a prompt to enter a question and answer that can be prompted with if the user forgets their password. At the bottom right, there are 'Submit' and 'Cancel' buttons.

WSCA/NASPO eMarketCenter

WSCA/NASPO
COOPERATIVE PURCHASING ORGANIZATION

CREATE ACCOUNT

ALL FIELDS ARE REQUIRED FOR REGISTRATION.

Contact Information

First Name

Last Name

Phone Number
Country Code, Area, Phone Number, Extension

E-mail Address

Business Information

Authorized Entity

Department

Position

Login Information

User Name
User Names are not case sensitive and may not contain spaces or special characters.

Password

Confirm Password
Passwords are case sensitive. The minimum password length is 5.



Security Question

Please enter a question and answer that we can prompt you with should you ever forget your password.

Question



MTeMC User Home Page

[Jodi Gollehon](#) | [★](#) [Action Items](#) | [Notifications](#) | [0.00 USD](#) | [Q](#)


[Shop](#) > [Shopping](#) > [Dashboard](#) > [Shopping Home](#) > [Home](#)


[Go to: advanced search](#) | [favorites](#) | [non-catalog item](#) | [quick order](#) | [Browse: contractors](#) | [categories](#) | [contracts](#)


WCSA/NASPO
TEST
eMarket Center - WNeMC
*Western States Contracting
Alliance/National Association
of State Procurement Officials*


State of Montana
[update message]


Hosted Catalogs-These vendors are searchable in the eMarket Center by keyword or by vendor
















Punchout Catalogs -These vendors are NOT searchable from within the eMarket Center (you will punchout to the vendor's website and then bring your products back into the eMarket Center to make final purchase)
























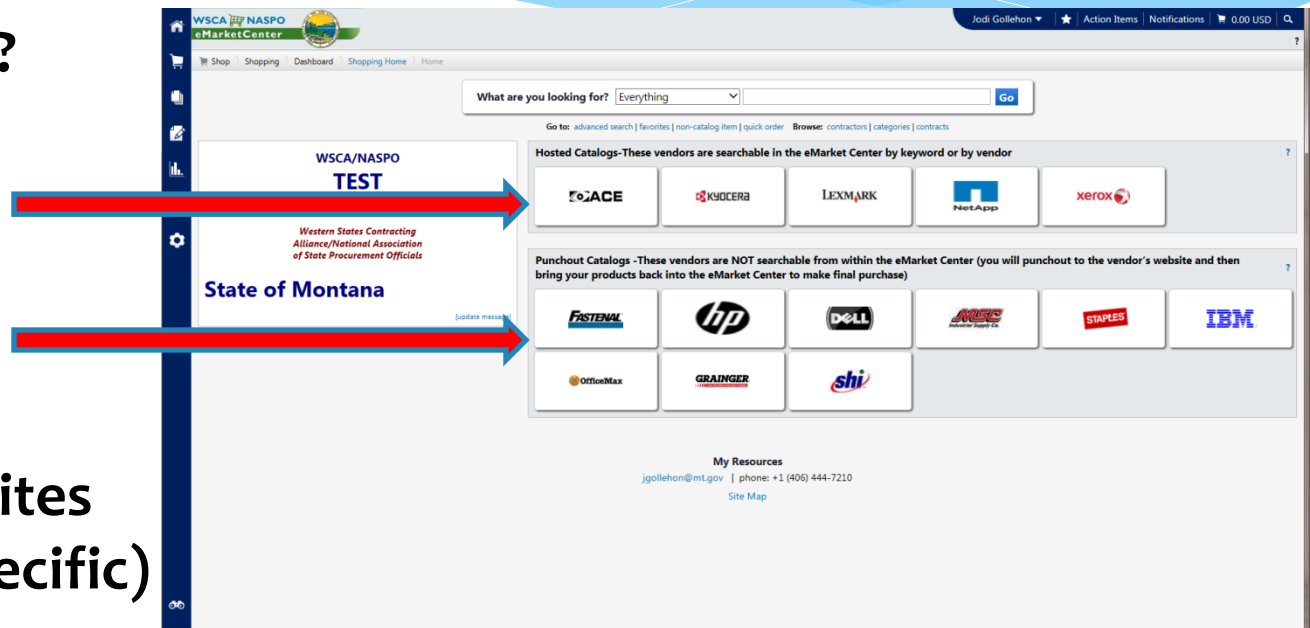
My Resources
jgollehon@mt.gov | [phone: +1 \(406\) 444-7210](tel:+14064447210)
[Site Map](#)



Shopping Introduction

What are the ways in which a user can shop in the Montana eMarketCenter?

- Browse by Supplier
- Punch-out Supplier
- From favorites (vendor-specific)



Hosted vs. Punch Out Catalogs

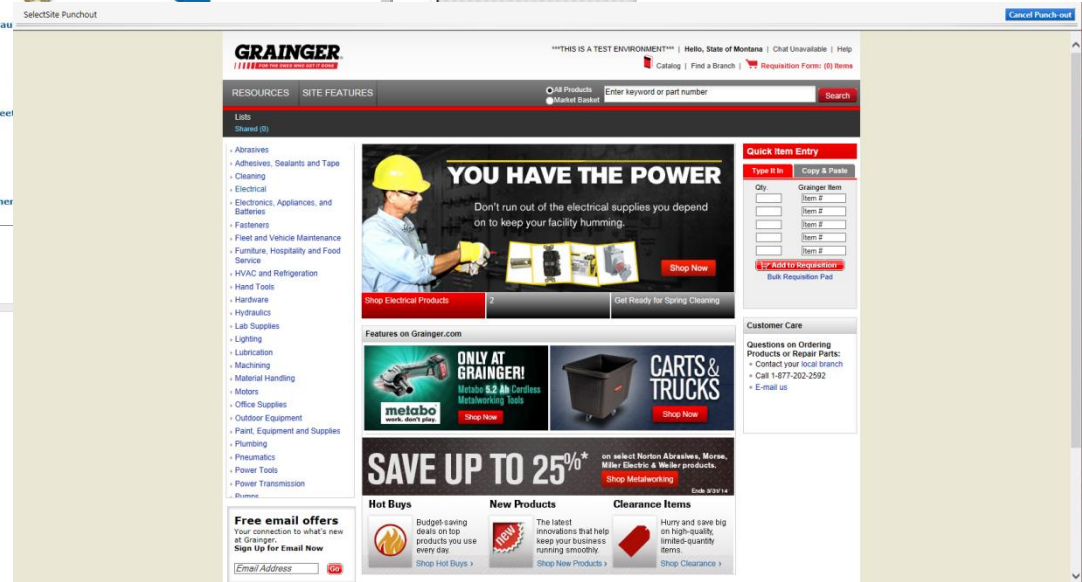
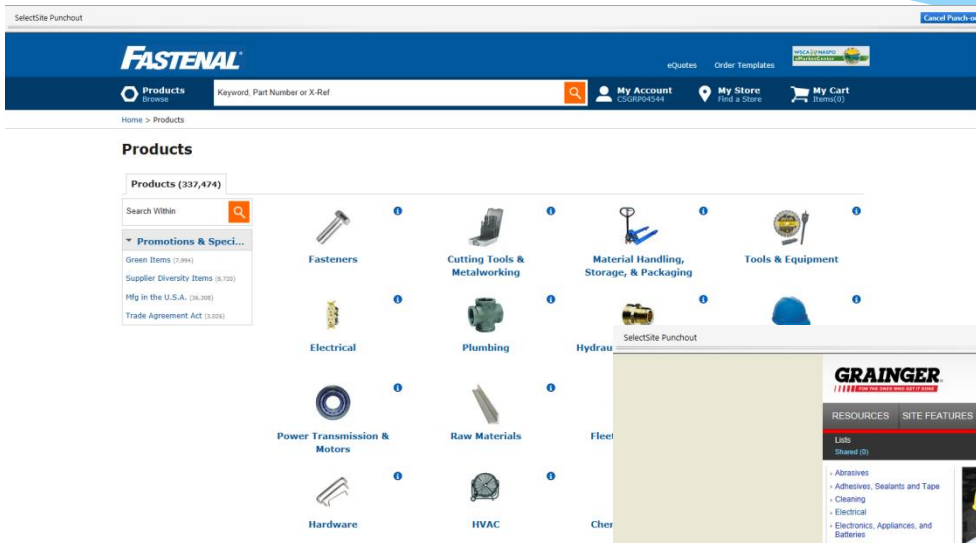
Activity / Description	Hosted	Punch-Out
Single user interface	✓	
Product comparisons	✓	
Price / product control	✓	
Supplier / category preferences	✓	
Organizational favorites	✓	
Robust product flags, CAS numbers	✓	
Related product information		✓
Configurable goods		✓
Up-to-date products and pricing		✓
Availability / backorder info		✓
Temporary and volume discounts		✓

Punch-out functionality varies by supplier



Punch-out Catalogs

- Supplier creates a entity-specific punchout site
- Users shop for items on the sites, add items to carts/baskets, and return to eMarketCenter to complete ordering



Hosted Catalogs

- WSCA-NASPO specific catalog and pricing is hosted in the application
- Catalogs will include appropriate cooperative pricing
- Hosted Catalogs are somewhat static and do not allow for item customization
- Catalogs can be searched via a 'Shop at the top' search engine

The screenshot displays the WSCA-NASPO eMarketCenter website. At the top, the header includes the WSCA-NASPO logo and navigation links. A search bar is prominently featured in the center, with a green arrow pointing to it. Below the search bar, there are links for 'Go to: advanced search | favorites | non-catalog item | quick order' and 'Browse: contractors | categories | contracts'. On the left side, there is a sidebar with a message from Keli's awesome Nevada UIT training environment, including a URL and a link for additional training or help. On the right side, there is a section titled 'Hosted Catalogs-These vendors are searchable in the eMarket Center by keyword or by vendor', which lists various vendors in a grid format: ACE, ctl, DiscountCell, GRACE GLOBAL, KYOCERA, LEXMARK, NetApp, Quantum, TRANSOURCE, xerox, and X-IO.

WSCA-NASPO eMarketCenter

Kate Offerdahl | Action Items 2 | Notifications 1 | 481.95 USD

Home / Shopping Home / Home

What are you looking for? Everything Go

Go to: advanced search | favorites | non-catalog item | quick order Browse: contractors | categories | contracts

Keli's awesome Nevada UIT training environment.
Welcome to our class!
<http://purchasing.state.nv.us>
[Click here for additional training or help](#)
[update message]

Hosted Catalogs-These vendors are searchable in the eMarket Center by keyword or by vendor

ACE	ctl	DiscountCell	GRACE GLOBAL	KYOCERA	LEXMARK
NetApp	Quantum	TRANSOURCE	xerox	X-IO	



Product Search

The screenshot shows the WSCA NASPO eMarketCenter homepage. At the top, there's a navigation bar with the user's name 'Keli Hardcastle', links for 'Action Items', 'Notifications', and a shopping cart showing '0.00 USD'. Below this is a breadcrumb trail: 'Home / Shopping Home / Home'. The main search area has a text input 'What are you looking for?' with a dropdown menu currently set to 'Everything'. A red arrow points to the dropdown menu, which is open and lists various product categories: 'Everything', 'Lab Supplies', 'Medical/Clinical', 'Office/Computer', 'MRO/Facilities', 'Furniture', 'Services', 'Supplies Manager', 'Manufacturing', 'Books', 'Electronics', 'Specialty', and 'Food/Food Equipment'. To the left of the search bar, there's a promotional message from Keli about Nevada UIT training. Below the search bar, there are two main sections: 'Hosted Catalogs-These vendors are searchable in' and 'Punchout Catalogs -These vendors are NOT searchable in'. The Hosted Catalogs section includes logos for ACE, ctl, Discount, NetApp, Quantum, and TRANSOUR. The Punchout Catalogs section includes logos for Dell, DiscountCell, hp, HOWARD, IBM, and OfficeMax (Nevada Access Only). On the right side, there's a section for 'Keyword or by vendor' with logos for KYOCERA, LEXMARK, and X-IO. At the bottom right, there's a section for 'Market Center (you will punchout to the vendor's website and then bring the eMarket Center to make final purchase)' with logos for Metro OfficeSolutions and OfficeMax.

WSCA NASPO eMarketCenter

Keli Hardcastle | Action Items | Notifications | 0.00 USD

Home / Shopping Home / Home

What are you looking for? Everything

Go to: advanced search | favorites | non-catalog item | quick order Browse:

Keli's awesome Nevada UIT training environment.
Welcome to our class!
<http://purchasing.state.nv.us>
Click here for additional training or help

Hosted Catalogs-These vendors are searchable in

ACE ctl Discount NetApp Quantum TRANSOUR

Punchout Catalogs -These vendors are NOT searchable in
punchout to the vendor's website and then bring the eMarket Center to make final purchase

Dell DiscountCell hp HOWARD IBM OfficeMax (Nevada Access Only) Metro OfficeSolutions

Keyword or by vendor

KYOCERA LEXMARK X-IO

Market Center (you will punchout to the vendor's website and then bring the eMarket Center to make final purchase)

Metro OfficeSolutions

- Search with the “What are you looking for” bar at the top
- Limit search to product category
- Enter keyword or Go to Advanced Search



Advanced Product Search

The screenshot displays the WSCA NASPO eMarketCenter interface. At the top, the header includes the WSCA NASPO eMarketCenter logo, a user profile for 'Keli Hardcastle', and links for 'Action Items', 'Notifications', and a shopping cart showing '0.00 USD'. Below the header, a navigation bar shows 'Home / Shopping Home / Home'. The main content area features an 'Advanced Search' form. The form has a dropdown menu set to 'Everything' and a 'simple search' link. Under 'Find Results That Have:', there are input fields for 'All of These Words', 'Part Number (SKU)', 'Supplier', and 'Manufacturer Name'. A green arrow points to the 'Supplier' and 'Manufacturer Name' fields. Below these are 'Other Options' including 'Exact Phrase', 'Any of These Words', and 'Exclude Words'. A 'Search' button is at the bottom of the form. To the right of the 'Search' button is a checkbox labeled 'Hide Advanced Search on search results' which is checked. Below the search form, there are links for 'Go to: simple search | favorites | non-catalog item | quick order' and 'Browse: contractors | categories | contracts'. On the left side, there is a promotional banner for 'Keli's awesome Nevada UIT training environment. Welcome to our class!' with the URL 'http://purchasing.state.nv.us'. On the right side, there is a section titled 'Hosted Catalogs-These vendors are searchable in the eMarket Center by keyword or by vendor' which displays a grid of vendor logos including ACE, ctl, DiscountCell, GRACE GLOBAL, KYOCERA, LEXMARK, Quantum, TRANSOURCE, xerox, and X-IO.

- Advanced search attributes relevant to product category
- Provide flexible search options:
 - Key Words
 - Supplier
 - Part Number
 - Manufacturer Name



Search Results

The screenshot shows the WSCA NASPO eMarketCenter interface. At the top, the header includes the WSCA NASPO logo, a user profile for 'Keli Hardcastle', and links for 'Action Items', 'Notifications', and a shopping cart showing '0.00 USD'. Below the header, a search bar contains the text 'What are you looking for?' with a dropdown menu set to 'Everything' and a 'Go' button. The search results are for 'workstation', showing 173 results. The first three results are listed: 'CTL Vista GSDVR Workstation' from CTL, 'WORKSTATION PLUS CCASE' from Transource Computers, and 'DA - SOLARIS WORKSTATION' from Transource Computers. Each result includes a thumbnail image, a 'larger image' link, and a 'no image available' placeholder. The results are sorted by 'Best Match'. A green arrow points from the 'Sort by' dropdown to the 'Best Match' option. A list of filter options is visible on the left, including 'By Product Flag' (Energy Star, Green, Recycled) and 'By Contractor' (Ace Technology Partners, LLC, CTL, Transource Computers). A list of filter options is also visible on the right, including 'By Category' (Computer Hardware) and 'By Price' (Price: Low to High, Price: High to Low). A green callout box highlights the filter options on the left.

WSCA NASPO eMarketCenter

Home / Shopping Home / Product Search - All

What are you looking for? Everything workstation Go

Go to: advanced search | favorites | non-catalog item | quick order Browse: contractors | categories | contracts

Results for: Everything : workstation

Showing 1 - 100 of 173 results Compare Selected: 0

Add Keywords ?

Filter Results ?

By Product Flag

Energy Star (7)

Green (7)

Recycled (1)

By Contractor

Ace Technology Partners, LLC (6)

CTL (1)

Transource Computers (1)

By Category

Computer Hardware

Results per page 100 Sort by: Best Match Page 1 of 2

CTL Vista GSDVR Workstation from CTL

Part Number WSCA_VistaGSDVR_workstation_Bas

Manufacturer Info WSCA_VistaGSDVR_workstation_Bas

larger image

no image available

WORKSTATION PLUS CCASE from Transource Computers

Part Number 701911

Manufacturer Info FPCCC63 - (FUJITSU)

no image available

DA - SOLARIS WORKSTATION from Transource Computers

Part Number DA-SW-SOL.P

Manufacturer Info DA-SW-SOL.P - (Hitachi Data System)

no image available

Best Match

Best Match

Part Number

Description

Size

Packaging UOM

Contractor

Price: Low to High

Price: High to Low

59.00 USD

EA

to Cart

27.63 USD

EA

to Cart

49.90 USD

EA

to Cart

- Filter results by supplier or category
- Sort by best match, part number, price, etc..
- Easy Icons to show key SKU information like radio active, recycled, etc



Product Comparison

Keli Hardcastle | Action Items | Notifications | 0.00 USD

Shop / Shopping / Product Comparisons

[<< Back to Search Results](#)

Add To Active Cart
Go

Select	<input type="checkbox"/>	<input type="checkbox"/>
Add to Cart	Qty <input type="text" value="1"/> Add to Cart	Qty <input type="text" value="1"/> Add to Cart
Product Details	Ace Vision8AS EPEAT Gold Workstation, Quad Core AMD Fusion A6-3500, 4GB DDR3, 250GB SATA HDD, A75, WIN7 PRO, DVD R/W, KBD, Mouse, 3yr Onsite Warranty	Ace Vision8HS EPEAT Gold Workstation, Core i3-2120, 4GB DDR3, 250GB SATA HDD, H67, WIN7 PRO, DVD R/W, KBD, Mouse, 3yr Onsite Warranty
Catalog No.	ACE-VIS8AS-A635-4G-W7P	ACE-VIS8HS-I321-4G-W7P
Price	690.00 USD	702.00 USD
Contractor	Ace Technology Partners, LLC	Ace Technology Partners, LLC
Category	Desktop computers	Desktop computers
UOM	----	----
Price per UOM	690.00 USD / unit	702.00 USD / unit
Product Size	----	----
Price per Product Size Unit	----	----
<input type="text" value="Select units..."/>		
Category UNSPSC	43-21-15-07	43-21-15-07

- View similar options fast and easily with normalized product data
- Sort by price and other product attributes
- Assist in product selection with extensive product attributes
- **NOTE:** Product Compare works only with products HOSTED in the eMarketCenter



Favorites

The screenshot displays the WSCA NASPO eMarketCenter interface. The top navigation bar includes the logo, user name 'Kate Offerdahl', and counts for 'Action Items' (2), 'Notifications', and a balance of '213,684.89 USD'. The breadcrumb trail shows 'Shop / Shopping / View Favorites / Favorites'. The left sidebar contains a tree view with 'Personal' (no folders available) and 'Shared' (cable, Cell Phone Cover, My Favorites, Testing). The main content area is titled 'Cell Phone Cover' and shows a list of favorite items. The first item is 'LG Compatible Protective Cover - Clear COSMOS2COVCL' from Discountcell Inc, with part number COSMOS2COVCL and manufacturer info COSMOS2COVCL - (WirelessXGroup). The second item is 'Naztech Vertex 3-Layer Cell Phone Covers - Red 11812NZ' from Discountcell Inc, with part number 11812NZ and manufacturer info 11812NZ - (Naztech). Both items have a 'larger image' link. The interface also shows 'Results per page: 20', 'Total Favorites: 2', and 'Page 1 of 1'. Action links like 'edit', 'move/copy', 'delete', and 'add to cart' are present for each item.

Find Favorite items much more quickly with the split-pane interface

Manage Favorite items and folders more easily, without having to switch tabs



Vendor Generated Quotes (Hewlett Packard Only)

WSCA NASPO
eMarketCenter




Kate Offerdahl | Action Items 2 | Notifications | 213.684.89 USD

Home / Shopping Home / Home

What are you looking for? Everything

Go

Go  | non-catalog item | quick order **Browse:** contractors | categories | contracts

Keli's awesome Nevada UIT training environment.
Welcome to our class!

<http://purchasing.state.nv.us>

[Click here for additional training or help](#)

[update message]

Hosted Catalogs-These vendors are searchable in the eMarket Center by keyword or by vendor

ACE

ctl

DiscountCell

GRACE GLOBAL

KYOCERA

LEXMARK

NetApp

Quantum

TRANSOURCE

xerox

XIO

Non-Catalog Item

Enter Contractor

or
contractor search

Product Description

Catalog No.

Quantity

Price Estimate

Packaging

254 characters remaining

expand | clear

+ Product Details

Save and Close

Save and Add Another

Close



Shopping Cart

WCSA NASPO eMarketCenter

Jodi Gollehon | Action Items | Notifications 1 | 1,189.00 USD

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 1071856 - Draft Order

Shopping Cart for Jodi Gollehon

Continue Shopping

17 Item(s) for a total of **1,189.00 USD**

Proceed to Checkout or Assign Cart

Name this cart: 2013-12-17 jgollehondemo 01

Have you made changes? Update

Help | Add Non-Catalog Item | Empty cart | Perform an action on (0 items selected)... | Select All

Hewlett-Packard Company more info...

The item(s) in this group was retrieved from the supplier's website. What does this mean?
You can no longer access this item(s) on the supplier's website. What does this mean?
Line(s): 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17

Product Description	Unit Price	Quantity	Total
HP EliteBook Revolve 810 G1 Base Model Tablet Item added on Dec 17, 2013 Add to Favorites More Actions Move to Another Cart Add to Draft Cart or Pending PR/PO Part Number: C9802AV Manufacturer: HP B27164 more info... Computer Equipment, Peripherals & Related Services change... Commodity Code: no value Taxable: <input type="checkbox"/> Capital Expense: <input type="checkbox"/>	763.00 USD EA	1	763.00 USD
Win 7 Professional 64 OFFICE 810-U.S. - English localization Item added on Dec 17, 2013 Add to Favorites More Actions Part Number: B9Z86AV#ABA Manufacturer: HP Contract: B27164 more info... Computer Equipment, Peripherals & Related Services change... Commodity Code: no value Taxable: <input type="checkbox"/> Capital Expense: <input type="checkbox"/>	75.00 USD EA	1	75.00 USD

- Use like any consumer-based shopping cart feature to add, remove or edit quantity
- Review and select any and all items needed from multiple suppliers in one cart
- Reinforce purchasing decision with clear presentation of item(s)



Shopping Cart

WSCA NASPO
eMarketCenter



Kate Offerdahl ▾

Action Items **2**

Notifications **10**

169.32 USD



Shop / My Carts and Orders / Open My Active Shopping Cart ▾ / Summary - 981096 - Draft Order

General Shipping Billing Internal Notes and Attachments External Notes and Attachments Final Review

Submit Purchase Order

or

Assign Cart

Return to shopping cart Continue Shopping

Once you have reviewed the details, you may continue by clicking the button at the top of the page. Ensure proper payment information has been included, i.e. PCard or PO Number.

Order Order Status PO Preview Comments Attachments History

Summary Shipping Billing Contractor Info

Hide header

Hide value descriptions

General		?	Shipping		?	Billing		?
Cart Name	2013-06-06 kofferdahl 01	edit	Ship To		edit	Bill To	edit	
Description	no value		Attn: Kate			Attn: Kate		
Priority	Normal		Public Health & Human Services			WSCA		
Assigned To	Kate Offerdahl		2401 Colonial Drive			123 Main St		
Cart Created By	Kate Offerdahl		Helena, MT 59601			Somewhere, MN 55555		
			United States			United States		
			System Ship To Code					
				00001V		Credit Card Info	edit	
					edit	No credit card has been assigned.		
						manage your cards...		
					View/edit by line item...		View/edit by line item...	

- Intuitive, guided checkout process analogous to leading consumer eCommerce experience
- Ability to update ShipTo Address and include a Purchasing Card
- Comprehensive history to track, report on and identify usage trends and challenges



Questions?

- * Contact us at:

- * Jodi Gollehon (406) 444-7210; jgollehon@mt.gov
- * Tom Hastings (406) 444-0338; thastings@mt.gov

